

SHIP'S INSURV COORDINATOR CHECKLIST

Upon notification that an inspection will be conducted by the Board of Inspection and Survey, it is recommended that an INSURV Coordinator be assigned, as soon as feasible, to act as the ship's point of contact concerning INSURV matters. The INSURV Coordinator's counterpart at the Board is an officer assigned as the Recorder for each inspection. In the absence of the Recorder the Administrative Officer can answer any questions or make necessary arrangements.

PRELIMINARY INSPECTION DATA

SHIP	
HULL NUMBER	
INSPECTION DATES	
INSURV RECORDER	

_____ Read INSURVINST 4730.1C.

_____ Contact the INSURV POC (called the "RECORDER") no later than 90 days prior to the inspection. Have as much of the Ship's formation Sheet (attached) completed as possible before calling.

_____ Schedule a ship pre-inspection brief 30-60 days in advance of the MI . Call applicable Board Admin at (757) 462-7325 for Atlantic (X3100), Trials (X3001) and Sub Boards (X3001), and (619) 556-3481 for the Pacific Board. Have tentative dates in mind (preferably Friday mornings). Recommend CO, XO, Department Heads, Division Officers, and selected LCPOs attend.

_____ Forward a copy of the Commanding Officer's biography to the Recorder prior to the ship's in-brief.

_____ Submit listing of recently completed inspections/assessments per enclosure (5) of the INSURV letter.

_____ For all CASREPs within 45 days of the inspection and all other applicable messages, use PLAD's "PRESINSURV NORFOLK VA" for Trials Board and Sub Board, "INSURVLANT NORFOLK VA" for LANT Board, "INSURVPAC SAN DIEGO CA" FOR PAC Board.

_____ Distribute inspector checklists/brief sheets to all concerned. Ensure the COMBAT SYSTEMS TEST DEMONSTRATION PACKAGE from NSWC Detachment, Port Hueneme, CA, is received and distributed by the Operations Officer and/or Combat Systems Officer.

_____ Prepare a proposed Schedule of Events (SOE), using information provided in the package. Send the completed SOE to applicable INSURV Board Recorder NLT 30 days prior to the MI.

Deliver Full Power memo to Recorder 14 days prior to the inspection. _____ In addition to Ship's INSURV notice, the following information is required for the Board upon arrival:

- Current Ship's Maintenance Project 2-Option A (detailed listing by JCN).
- Listing of OOC equipment
- Listing of active CASREPS (provide CAT, date opened, CASREP NR., CASREP Serial Number, current status and ETR).
- Cannibalization List.
- Listing of active Departures from Specifications.
- Listing of all fan rooms on board.
- For Final Contract Trials: Marked up copy of complete AT Deficiency List, not just APPROVED items.
- CO's Letter of Concerns. Here are a few areas that are typically discussed:

(1) Equipment and/or Systems that are degraded, inoperative and have recurring problems and/or failures, particularly in reliability and maintainability.

(2) Manning and/or Training problems.

(3) Any key issues regarding the ship's material condition.

Note: It is desirable to submit the CO's Letter of Concerns 14-30 days prior to the inspection.

_____If feasible, make arrangements for member(s) of the crew to observe another ship's Trial or MI.

_____If your ship is not homeported in the location of the inspecting INSURV Board and if requested by the INSURV Recorder, arrange ground transportation from airport to rental car pickup/hotel for entire inspection party. Coordinate this with the INSURV recorder.

_____Have base security passes/pier passes/ID card stickers if required available on arrival of the board. Recommend you meet the board on arrival in parking lot/airport with these items. In addition, this is an opportune time to pass out packages containing the SOE, letter of concerns, and other required ship's information.

_____Arrange sufficient parking spaces for inspectors to accommodate entire inspection team. Coordinate this with INSURV recorder.

_____Arrange a space for in-brief upon arrival of the Board (Recommend the use of mess decks, hanger, flight deck, etc.).

_____Arrange stateroom assignments and a conference room where items such as the CSMP, ROC Instruction and administrative supplies can be staged.

_____Establish a time for informal Monday afternoon/evening debrief as required (Ship's CO, XO Squadron Rep, Senior Inspector, and inspection team department heads attend) as required.

_____Ensure ship's Supply Officer makes arrangements to launder coveralls each evening and that there is soap and towels available for each inspector in their assigned staterooms.

_____Ensure ship is set up to serve breakfast to all inspectors and tech. reps on the underway day.

_____Set-up time and place for informal debrief during return to port on Tuesday as required (Ship's CO, XO, Department Heads, Squadron Rep, Senior Inspector, and inspection team department heads attend).

_____Determine mess bill amount and time of collection. Many inspectors will not return to the ship after the underway day so mess bill collection is exceptionally difficult if not completed by return to port on the underway day.

_____Set-up date/time/location for informal outbrief if required or desired (Ship's CO, XO, Senior Inspector, inspection team department heads) and Friday formal outbrief (ISIC Representative, Ship's CO, XO, Department Heads, Senior Inspector, inspection team department heads, and other cognizant ship's force personnel).

Ship's Information Sheet For USS _____

Submit to Recorder NLT 30 days prior to scheduled inspection

1. LOCATION OF SHIP: _____
PIER and BERTH

2. PARKING AVAILABILITY: _____

3. SHIP'S PHONE NRs: CO _____ XO _____
COMMERCIAL COMMERCIAL

WR _____ QD _____
COMMERCIAL COMMERCIAL

List additional numbers as required.

4. INSURV COORDINATOR NAME, BILLET-, E-Mail, & Phone NR:

5. SHIP'S DSN PREFIX _____

6. CO's NAME: _____
RANK FIRST M. I. LAST (NICKNAME)

7. DATE CO ASSUMED COMMAND: _____ / _____ / _____
MM DD YR

9. CO's ENGINEERING TRAINING AND EXPERIENCE/COMBAT SYSTEMS
TRAINING AND EXPERIENCE: _____

10. XO's NAME: _____
RANK FIRST M. I. LAST (NICKNAME)

11. DATE XO REPORTED ON BOARD: _____

12. XO's ENGINEERING TRAINING AND EXPERIENCE/COMBAT SYSTEMS
TRAINING AND EXPERIENCE: _____

13. CHIEF ENGINEER RANK/NAME/NO. MOS. AS CHENG/ENGINEERING
TRAINING AND EXPERIENCE: _____

14. COMBAT SYSTEMS OFFICER RANK/NAME/NO. MOS. AS CSO/COMBAT
SYSTEMS TRAINING AND EXPERIENCE: _____

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